

**Board of Prison Terms
Job Opportunity
OFFICE ASSISTANT
DECISION PROCESSING UNIT**

Duties: Under the general supervision of an Office Services Supervisor II, the OA is responsible for maintaining the Revocation and Lifer File Rooms, which includes, filing documents for the Revocation, Lifer and Mentally Disordered Offender (MDO) files, purging of files, tapes, documents, etc. Researches requested information pertaining to revocation and MDO hearings. Transmits copies of tapes and transcripts of hearings to legally authorized parties meeting court deadlines and other requirements. Responsible for tracking problems with 1103s & 1104s. Processes file requests from BPT staff and maintain the Decision Processing Unit (DPU) procedure manuals. Transmit transcripts of Lifer hearings to the institutions and inmates. Performs general clerical work including, faxing, filing, duplicating and maintaining control logs for pending/completed work. Backup duties include: telephone receptionist for the Central Office Calendar (COC), the Hearing Support unit and preparing records for microfilming and opening and sorting mail. Attend training meetings and perform other duties as needed.

Desirable Qualifications: Candidates must have filing experience, some lifting is required, bend and reach files, stand for long periods of time and have some computer knowledge. Candidates should also have the ability to prioritize work with minimal supervision and work cooperatively with coworkers.

Who Should Apply: Candidates reachable on the State Personnel Board Key Data Operator Examination list if reachable will receive employment inquiries. Lateral transfers will be considered.

Salary: \$1908-2319 (Range A) per month
\$2029-2465 (Range B) per month

How to Apply: Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: **Shana Groff**
(916) 322-2808

Deadline: **Until Filled**
Applications will be screened, and the most qualified applicants will be scheduled for an interview.